

**JOB ANNOUNCEMENT**  
**Posting Date 05/29/2018**  
**Legislative Research Commission**

Office of Education Accountability

The Legislative Research Commission is accepting applications for the position of **Education Accountability Investigator** in the Office of Education Accountability. This position is nonpartisan and requires the ability to work with neutrality in a politically charged environment.

**Job Duties:**

- Develop and maintain expertise in relevant education statutes, regulations, open records and open meetings laws, and Opinions of the Attorney General.
- Timely perform investigations of school districts, school district personnel, and/or school district procedures based on allegations received.
- Develop strategies aligned with best practices to investigate assigned complaints.
- Identify any statutes or regulations applicable to assigned complaints and potential witnesses, documents, or other evidence that will assist in determining the validity of any allegations.
- Investigate assigned complaints by conducting interviews, gathering documents, and collecting other forms of evidence necessary to determine the validity of any allegations.
- Complete forms to memorialize interviews and document information gathered during the investigation.
- Draft preliminary reports stating findings, conclusions, and resolutions of investigation.
- Confer with Investigations Division Director regarding final report to be issued.
- Close and clean files of handwritten notes and duplicate documents at the conclusion of a case.
- Communicate with complainants, school district staff, parents, and constituents, and determine the most appropriate way to assist.
- Meet with Investigations Division Manager to review caseload and progress on investigations.
- Review and follow the progress of proposed legislation relating to education, and maintain up-to-date knowledge of all enacted legislation.
- Review new regulations and proposed changes to existing regulations by the Kentucky Department of Education and prepare written feedback.
- Travel as required to investigate cases.
- Perform other duties as assigned.

**Minimum Requirements:** A Juris Doctor with experience in legal analysis; master's degree in public policy or education; or bachelor's degree with relevant coursework and experience. Two years' experience in public policy, auditing, legal analysis, or a related field is required. Experience in K-12 education, auditing, or investigations will be given added consideration.

**Desired Skills and Abilities:**

- Excellent verbal and written communication skills.
- Detailed knowledge of assigned subject matter and the ability to interpret federal, state, and local laws, regulations, and legal precedent.
- Strong subject matter research skills and the ability to prepare succinct written analysis of complex projects and issues.
- Ability to work independently and in a team environment.
- Ability to work under pressure and to meet specific deadlines.
- Demonstrated ability in using Microsoft Office products including Word, Excel, PowerPoint, and Outlook.
- Ability to maintain records and files.
- Professional and calm demeanor under intense pressure.
- Enthusiastic commitment to high-quality output.
- Ability to understand and uphold the strict confidential nature of legislative work.
- Ability to uphold expectations of a nonpartisan staff member.
- Ability to work extended hours as needed.

The individual selected for this position must have a positive attitude; a strong work ethic; attention to detail; competence in using correct grammar, spelling, and punctuation; and a public service orientation with the ability to maintain a good rapport with LRC staff, state employees, and the public. The individual must be able to work under stress, with the understanding that, during legislative sessions and occasionally during the interim, significant amounts of overtime will be required.

This is a permanent, full-time position with benefits including health and life insurance; retirement plan; and paid holidays, vacation, and sick days. Compensatory time is awarded on an hour-for-hour basis with prior approval.

**Application Deadline:** Applications for this position must be submitted by the close of business June 11, 2018. Review will begin immediately upon receipt.

All persons who meet the minimum requirements and are interested in this position must email a cover letter and current résumé to [LRCresumes@lrc.ky.gov](mailto:LRCresumes@lrc.ky.gov) and list the job title in the email subject line. An application (which may be accessed at [www.lrc.ky.gov/lrc/LRCApplication.pdf](http://www.lrc.ky.gov/lrc/LRCApplication.pdf)) must be completed prior to any interview. Each person interested in the position is encouraged to submit the application when submitting the cover letter and current résumé.

Alternatively, applicants may mail these materials to:

Tim Holbrook  
Deputy Director/Chief Human Resources Officer  
Legislative Research Commission  
702 Capitol Avenue, Capitol Annex, Room 104  
Frankfort, Kentucky 40601

*The Legislative Research Commission is an equal opportunity employer and does not discriminate in hiring or promotional practices on the basis of age, gender, ethnicity, religion, national origin, or disability.*